

**SUBJECT: Unit support for Family Readiness Group (FRG) Volunteers**

1. Purpose. This paper outlines the Appropriated Fund (APF) and Non-Appropriated (NAF) Support Family Readiness Group (FRG) volunteers may receive from units and Army agencies. While not an exhaustive reference, this paper provides a quick reference to address common concerns.

2. Bottom Line. In accordance with Army Europe Regulation (AE Reg) 608-2, Family Readiness System, dated 1 March 2005, FRG volunteers are entitled to receive support and use unit assets subject to the requirements below.

3. Discussion.

a. FRG volunteers are authorized APF support as follows:

(1) FRGs are granted the same mailing privileges as the unit with official and Military Postal Service Mail.

(2) Government printing facilities can be used as long as they meet the requirements in Army Regulation (AR) 25-30, 27 March 2006 and AE Reg 25-30, 13 February 2007. The print requests must be reviewed and approved by the Army in Europe Publications Control Officer at the Document Management Branch (DMB), Human Resources Division, HQ IMCOM-Europe.

(3) Use of government office and meeting space, telephones, e-mail, copying equipment, administrative supplies and equipment is authorized.

(4) FRG volunteers may operate Government-owned nontactical vehicles according to AR 600-55, 31 December 1993 and AR 58-1, 10 August 2004. Authority is limited to vehicles under 10,000 pound gross vehicle weight and usage will not be for personal use or convenience. Vehicle support will come from existing unit or community assets and no leasing of vehicles is authorized. Commanders must grant written permission for use of a government vehicle and must ensure: a) the vehicle support is necessary and failure to provide vehicle support would have an adverse affect on morale or family readiness; b) vehicles are used for official use only; c) volunteers have valid US Forces certificate of license to obtain an Army non-tactical drivers license in the country where the vehicle is primarily based or operated; d) the local provost marshal screens drivers records of potential government vehicle operators; e) the driving requirement is part of the FRG volunteer job description; f) injuries that occur while volunteers are operating Government vehicles are reported under AR 385-40, 1 November 1994.

(5) APF are authorized for training and travel to improve FRG volunteers' effectiveness or enable them to accept positions of increased responsibility.

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(6) APF are authorized for reimbursement of incidental expenses such as child care, long distance telephone calls, mileage and other expenses incurred while supporting the FRG official mission in accordance with chapter 5 of AR 608-1, 6 December 2006.

b. FRGs are authorized NAF support as follows:

(1) The area support group Commander may pay volunteer expenses based on the availability of budgeted NAF. Commanders are encouraged to estimate volunteer expenses and include them in their annual NAF budget.

(2) Expenses must be approved by the Commander before they are incurred.

(3) NAF may be used to support FRG activities such as food, beverages, awards, banquets and mementos, depending on specific command approval and funding restrictions, and availability in accordance with AR 215-1, 24 October 2006 and AR 608-1, 6 December 2006.

(4) NAF may be used to reimburse statutory volunteer incidental FRG expenses **if appropriated funds are not available**. FRG volunteers will use Standard Form (SF) 1164 to file claims for authorized NAF expenditures. FRG volunteers must document: a) telephone calls made from civilian telephones will contain reason why a DSN line was not utilized; b) POV mileage must be documented and contain date of travel, beginning and ending odometer readings, purpose, and destination; c) child care costs must include date of childcare, hours worked for official FRG business, and cost.

c. Additionally, FRG leaders are highly encouraged to apply for and utilize Army Knowledge On-Line (AKO) accounts.

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